

DUTY STATEMENT

Employee Name: VACANT	Position Number: 580-351-8336-909
Classification: Health Program Specialist II	Tenure/Time Base: Permanent/Full-time
Working Title: Occupational Heat Illness Specialist	Work Location: 850 Marina Bay Parkway Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Occupational Health Branch/Occupational Health Surveillance and Evaluation Program

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by disseminating information and building partnerships to prevent and mitigate heat-related illness and advance health equity, particularly among California workers.

The Health Program Specialist II (HPS II) works under the direction of the Public Health Medical Officer III, Chief of the Occupational Health Surveillance and Evaluation Program (OHSEP). The HPS II is a highly skilled technical program consultant responsible for the planning, implementation, and dissemination of outreach and education to employers, workers, and other stakeholders about preventing and mitigating heat-related illness. The HPS II will conceptualize complex program

strategies and demonstrate a high level of accountability in implementing the goals of the Extreme Heat Action Plan. Makes independent decisions about methods and strategies to reach smaller employers, employers in high-risk industries, and those employing vulnerable worker populations. Collaborates with other CDPH staff, local health departments and other state, local, or federal agencies to coordinate efforts to conduct outreach and education about prevention and mitigation of heat-related illness among workers. Presents health education materials and methods to workers and community health educators, epidemiologists, public health experts, and the community, and publishes research in scientific journals. Applies findings to assist the OHSEP Chief and other collaborating staff in developing recommendations for prevention and management of occupational heat-related illness. Serves as technical consultant to other lower-level health education specialists in OHB, to inform them about health education and outreach methods and strategies to prevent extreme heat risks in indoor and outdoor settings, applicable regulations, and resources for assistance in minimizing risks.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: May require occasional overnight travel within California (5%).
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Serve as a highly skilled technical program consultant responsible for planning and leading statewide health education and outreach efforts, evaluation studies, and public health activities related to occupational heat-related illness in California. Coordinate with the OHSEP Chief and other OHB and CDPH staff and work independently to set priorities and develop approaches to providing resources to employers and employees about heat-related illness. Conceptualize complex program strategies and demonstrate a high level of accountability in implementing the mandates of the Extreme Heat Action Plan. Review existing information about identifying and preventing work-related heat-related illness; assess existing materials and needs for materials development; develop protocols for effective outreach and education; lead activities within OHB related to educational activities on extreme heat risks; develop and update education and training materials for key stakeholders regarding the prevention and mitigation of heat-related illness; and collaborate with partners to disseminate outreach materials to California employers, local health departments, and other key stakeholders.
- 25% Develop partnerships and communicate with diverse stakeholder audiences, including the Division of Occupational Safety and Health (Cal/OSHA), local health departments, Centers for Disease Control and Prevention (CDC), as well as employer, worker, and health professional organizations, to gather and/or share information relating to heat-related illness. Develop accessible health information tools and collaborates with other OHB and CDPH staff to disseminate to employers and their employees. Conduct

trainings and other outreach methods for local health departments, trade associations, employers, and other audiences on the dissemination of materials for the prevention and mitigation of occupational heat illness.

- 20% Work closely with the CDPH Office of Communications staff to develop and maintain CDPH websites and communications related to the prevention and mitigation of work-related heat illness. Work with OHB and Cal/OSHA staff to develop user-friendly materials related to the prevention and mitigation of work-related heat illness, and to develop targeted communications and outreach campaigns.
- 10% Participate in OHB's Communications Coordination Group (CCG), contribute to branch-wide stakeholder relationship building and communications activities. Provide consultation and support to other Occupational Health Surveillance & Evaluation Program and OHB activities as needed. Maintain and develop professional skills and knowledge in relevant areas, including CDPH requirements applicable to areas of expertise (e.g., ADA compliance of documents).

Marginal Functions (including percentage of time)

- 5% Participate in Department and Branch meetings and trainings. Perform other job-related duties as required.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
HRD Use Only: Approved By: EJ	Date 11/7/22		